



West Bengal Khadi & Village Industries Board

(ESTABLISHED UNDER W. B. ACT. XIV. OF 1959)

12, B. B. D. BAG, KOLKATA – 700 001.

website: www.wbkvib.org.in

Fax: (033) 2231-1279/1281
Office(PBX): (033) 2230-6298
Addl. Exe Officer (033-2210-4426

Chief Executive Officer: 2213-0304
Secretary: 2231-1279
F.A.&C.A.O.: 2231-1280

Memo No. 25/ACCT/29/2002-03

Dated: 07.01.2015

QUOTATION

Sealed quotations are hereby invited from the reputed Chartered Accountant Firms under valid registration of the Institute of Chartered Accountants of India for conducting of Internal Audit and thereafter preparation of Final Accounts as per Accounting Standard issued by the Institute of Chartered Accountants of India as well as common format approved by the C&AG of India in respect of West Bengal Khadi & Village Industries Board, a statutory body established under the Legislative Department, W.B. Act. XIV of 1959 under MSME&T Department, Govt. of West Bengal for the year 2013-14 & 2014-15 through Tally.ERP 9 Software from the different manual Cash Books (10 Funds) & Other Books of Accounts of Head Office and its eighteen Districts Offices and nine (9) Cost Centers like SPC, NMC, HMP and Gramin in the Districts.

The fund-wise ten separate & one consolidated (10+1) Receipt & Payment A/c, Income & Expenditure A/c and Bank Reconciliation Statements of Head Office & Districts Offices and thereafter the Balance Sheet incorporating all the Funds A/c, other related accounts of 18 Districts and 9 Cost Centers, will be prepared by them, over & above, Operating Statement, Stock of Gramin & Centers and Notes on A/c etc. will also be prepared by the Chartered Accountant Firm.

The aforesaid works should be started w.e.f. 2nd February, 2015 and must be completed within 31st July, 2015 and the accounts related data entry works will also be done by the Chartered Accountant Firm.

The quotation containing Experience, Total Rate (including T.A. & D.A.), PAN No., Service Tax No., Registration No., Office Address, Phone No., Fax No., Mobile Phone No. and other relevant documents will be submitted on or before 16th January, 2015 at 4 p.m. under sealed cover to the FA&CAO of WBKVIB, 12, B.B.D. Bag (East), Hemanta Basu Bhaban (2nd floor), Kolkata – 700001.

The Authority reserves the right to cancel any quotation or all quotations without showing any cause or giving any notice to the concerned firms.


Chief Executive Officer

Memo No. 25/1(2)/ACCT/29/2002-03

Dated: 07.01.2015

Copy to:

1. Website of WBKVIB.
2. The Notice Board,
West Bengal Khadi & Village Industries Board,
12, B.B.D. Bag, Kolkata – 700 001.




Chief Executive Officer